



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO

Vacancy Announcement 14-17

POSITION TITLE: Programmer/Systems Analyst	NUMBER OF POSITIONS: One (1)
DUTY STATION: Cleveland, Ohio	GRADE/SALARY RANGE: CL 27 to CL 28 (\$48,201-\$93,953)
POSITION TYPE: Full-time permanent	AREA OF CONSIDERATION: All qualified applicants
OPENING DATE: December 22, 2014	CLOSING DATE: Open until filled Applications preferred by January 16, 2015

The U.S. District Court for the Northern District of Ohio has an immediate opening for a Programmer/Systems Analyst. Starting salary dependent upon qualifications and experience.

POSITION OVERVIEW

The Northern District Court of Ohio seeks a Programmer/Systems Analyst to join our Information Technology team in accomplishing our mission of providing IT solutions and courteous, efficient, and quality service to 22 judges and 250+ staff members in chambers, the Clerk's Office, and Pretrial and Probation Services in four locations (Cleveland, Akron, Toledo and Youngstown).

REPRESENTATIVE DUTIES

- Plan, deploy and support software applications which enhance organizational efficiency and capabilities.
- Responsibilities will involve rollout of national applications, and may include making adaptations to national systems or participating in the planning for, and the acquisition of, specific systems for the court. Collaborate with users to gather system requirements, and create plans for testing, training, implementation and software documentation.
- Develop custom reports using approved scripting methods and tools. Provide input regarding data analytics, extraction and presentation. Write code to specifications, document work and develop applications according to requirements. Prepare and maintain complete documentation of locally developed, tailored or enhanced software.
- Perform administration, operation, and support for court applications and databases (both national and local), including accounting, attorney electronic filing and case management, offender case management, jury management, inventory, and other systems that enhance and/or exchange data with these applications. Ensure reliable and effective operation, maintain standard operating procedures, install and test upgrades, and assist with protection and restoration operations. Monitor, diagnose and remedy failures, both hardware and software, and coordinate maintenance activities as necessary.
- Perform general IT support services during the absence of other IT staff, and perform other duties as assigned.

QUALIFICATIONS

- Two or more years of programming experience is required, with preference given to Perl, Java, JavaScript, Coldfusion, and HTML/PHP. Experience with web services and BusinessObjects a plus.
- Two or more years of systems administration/support experience with UNIX/LINUX and with SQL database administration required. Working knowledge of Windows, Active Directory, and basic networking protocols preferred.
- Experience with setting priorities and effectively resolving competing demands in an dynamic, customer-oriented environment; excellent organizational skills and ability to successfully manage multiple tasks.
- Ability to understand and communicate user needs, collaboratively develop solutions, and train non-technical personnel

- in technical techniques and processes; ability to learn and participate in a team environment.
- Strong problem solving skills with the ability to conduct research of available services and provide proposed solutions; isolate and take corrective actions to software and hardware problems.
 - Outstanding oral and written communication skills; ability to train end users as required.
 - Ability to travel within the district as required. Position may also require occasional travel outside of the district for training, meetings or conferences.

PREFERRED QUALIFICATIONS

An undergraduate degree from an accredited college or university in computer science or related field is preferred, or a combination of education with applicable certifications and IT experience.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized health and life insurance plans
- Choice of supplemental dental and vision insurance
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan (a retirement savings plan similar to 401(k) plans)
- Optional long-term disability and long-term care insurance
- Optional participation in the Judiciary Flexible Benefit and Commuter Benefit Programs
- Public transportation subsidy

HOW TO APPLY

To apply, submit a cover letter (including position title and announcement #), a resume, two professional references, and completed application form AO78, available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/ to the address below. Applications may also be e-mailed to apply@ohnd.uscourts.gov. E-mailed documents must be in Word, WordPerfect or PDF format. Use only one method of application. No faxes please. **Incomplete submissions will not be considered.**

United States District Court
Carl B. Stokes U.S. Court House
Attn: Human Resources Department #14-17
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.